

## Table of Contents:

[Mission](#)

[Training Staff](#)

[Training Facilities](#)

[Training Costs](#)

[Hosting a Course](#)

[Registration](#)

[USDOT Certificates](#)

[Continuing Education Credits](#)

[World Safety Organization Certification](#)

[FEMA Certificates & Grant Considerations](#)

## Mission:

To provide the transit industry with timely and professional training to better ensure that employees operate with high standards of safety and security while contributing toward a system of greater mobility for the American public.

The Transit Safety and Security Division was established in 1976 in direct support of the Federal Transit Administration's (FTA) mission to provide economical, timely, state-of-the-art training and educational opportunities to the transit industry. The Division, housed within the Research and Innovative Technology Administration's (RITA) Transportation Safety Institute (TSI), serves as the primary training unit for FTA's Office of Transit Safety and Security. Our courses equip transit personnel with high performance skills needed to effectively operate, maintain, and manage public transportation systems.

We acknowledge that the operation of a public transportation system demands highly skilled and dedicated transit employees. Those employees, along with riding patrons, rely on trained leadership to ensure accessible service, operational safety and security,

equipment reliability, protection of individual rights, and responsive customer service, in unison with optimal productivity and performance. Our division offers top-notch training to industry leaders thereby improving operational effectiveness and ensuring the personal safety and security of the traveling public. Our courses enable transit leaders to make accurate and informed decisions concerning their individual agency and their community.

We look forward to meeting the future training requirements of the transit industry as new technologies and innovative approaches to safety and security are incorporated. We are dedicated to preparing the transit workforce to face the many challenges and opportunities of the 21st Century.

#### **Training Staff:**

The training staff is comprised of TSI course managers, associate staff, and contract staff. All are recognized transit professionals and subject matter experts. Each is trained in adult learning principles, course design and development, and facilitation skills.

A team of instructors is selected to conduct each course or seminar. The team is selected based upon varied background, diverse knowledge, and experience in transit.

#### **Training Facilities:**

##### **At a Transit Agency**

Most of the available courses are conducted at transit agency facilities throughout the country. To make this possible, agencies offer their facility as a host site. Host facilities can be provided by state agencies, transit safety and insurance organizations, and organizations such as regional or state transit associations. Training may also be conducted in conjunction with industry conferences or coordinated with specific agency initiatives.

##### **At TSI**

The Transit Safety and Security Division is located in Oklahoma City, Oklahoma, on the grounds of the Federal Aviation Administration Mike Monroney Aeronautical Center (MMAC). The MMAC is located one mile west of Will Rogers World Airport.

A number of classrooms, laboratories, meeting, and conference rooms are on-site at the main TSI campus. There are several cafeterias and snack bars located on the premises. Hotels and a variety of restaurants are within minutes of TSI.

## Training Costs:

The Federal Transit Administration sponsors all training activities provided by the Transit Safety and Security Division. All costs, other than a materials fee, are waived for all transit system employees, Federal agencies, or state transportation agencies that are direct recipients or sub-recipients of FTA funds. Courses offered on a cost-recovery basis are an exception to this waiver.

Preference for registration is given to FTA grantees. If a course does not meet maximum participant enrollment requirements, registration becomes open to any non-FTA grantees. Non-FTA grantees must be able to confirm that their job-related responsibilities are pertinent to the course subject matter.

### **Materials Fee**

A materials fee must be submitted with the registration form to enroll in the class. This fee covers the expense for textbooks, classroom supplies, printing, and shipping. Agency or personal checks, money orders, VISA, MasterCard, American Express, or Discover may be used for payment. Registrations are processed daily on a first-come, first-served basis. Registrations are not accepted by telephone, nor are they accepted without a materials fee. If a class is full when the fee is received, the participant will be notified accordingly.

Materials fees are refundable if cancellation is received in writing 30 days prior to the class start date. Otherwise, a substitution can be made if the registrant is unable to attend. Please note that the substitution is restricted to that specific class, location, and date.

### **Cost-Recovery**

The Transit Safety and Security Division periodically offer courses on a cost-recovery basis for transit agencies or transit-related organizations. The requested training is limited to host agency staff or invitees. Registration is closed to outside participants. The following are circumstances under which cost-recovery courses are offered when a:

- Transit agency or organization requests training in addition to the published schedule
- Non-transit organization with related training interests requests a course
- Transit organization outside the United States expresses interest

## Hosting A Course:

[Host a Class Form](http://www.tsi.dot.gov/RequestInformation.aspx) - <http://www.tsi.dot.gov/RequestInformation.aspx>

If you are interested in hosting a course, please click on the "Host a Class Form". Alternatively, requests can be submitted via e-mail to [Transit@dot.gov](mailto:Transit@dot.gov). Requests can also be submitted in writing using your agency's letterhead. Be sure to include all information requested on the form.

Agencies can submit host requests at any time. To be considered for the upcoming fiscal year (October through September), you must submit your host request by April 30.

### Host Requirements

- A training room that meets TSI's requirements
- Ample room to conduct and support field exercises (as the course necessitates)
- On-site clerical and logistical support
- Provide transportation to/from training site for participants and instructors
- Secure storage area for class materials and equipment
- Lodging arranged for participants and instructors in accordance with TSI and Federal travel guidelines
- Guaranteed registration of twelve participants either from the host agency or other organizations invited by the host agency
- Payment of materials fees for host participants

The number of participants for some courses may be limited. If the course is not filled with outside registrants, the host agency may register additional participants. For more information about hosting a course, call (405) 954-3682.

## Registration:

To register, please log on to TSI's website and click on "View Classes and Enroll". You will be redirected to the LMS. Create a user profile and then log in. Click on "View Class Schedules".

### Registration

All registrations must be made online via credit card or Electronic Funds Transfer (check). We can no longer accept enrollments by fax or mail. Once you click "Add to Cart", click "Request Approval". TSI will review your enrollment. Once approved, you will receive an email that the class is in your cart and ready for you to process payment. However, this does not hold you a seat in the class. You will need to go back to TSI's website, open your cart, and complete enrollment by making your payment. You are not enrolled in the class until your payment is processed. Please contact us (405) 954-3682 if you have any questions.

## **IF YOU ARE ENROLLING FOR SOMEONE ELSE**

You will need to create a new user account for that person and then enroll them into the class. Add your email address as the secondary email so you will receive the same notifications as the enrollee. Once the class is approved and placed in the enrollee's cart, you will need to sign in as the enrollee, open their cart, and pay.

Registration requests will be reviewed and approved by TSI. Registration closes two weeks prior to training. You will receive a notification letter 30 days prior to the class.

### **Cancellations/Refunds/Substitutions**

Materials fees are refundable if cancellation is received 30 days prior to the class start date. Otherwise, a substitution can be made if the registrant is unable to attend. Please note that the substitution is restricted to that specific class, location, and date.

## **U.S. DOT Certificates and the Transit Safety & Security Program:**



TSI issues U.S. Department of Transportation certificates to participants who successfully complete courses sponsored by the FTA Office of Transit Safety and Security. The Transit Safety and Security Division conduct competency-based testing. A passing score is 70% or higher. Participants earn a certificate of successful completion based on these performance measures. Seminar participants receive a certificate of attendance.

### **Transit Safety and Security Program**

FTA and TSI Transit Safety and Security Division established a program for the transit industry. An individual who successfully completes the four (4) specified courses within a consecutive three (3) year timeframe is eligible to apply. The certificate of completion indicates that the individual has a broad-based knowledge of safety and security principles applicable to transit system safety, operations, and management. Certificate holders are provided the necessary information to develop and implement system safety, security, and emergency management program plans. The certificate is awarded upon successful completion of the following courses. Participants should notify TSI one month prior to the completion of the last required course.

- FT00439/FT00543 Transit Rail System Safety or FT00533 Transit Bus System Safety
- FT00432 Transit System Security
- FT00456 Effectively Managing Transit Emergencies
- FT00430/FT00544 Transit Rail Incident Investigation or FT00461 Advanced Rail Incident Investigation or FT00435 Fundamentals of Bus Collision Investigation

**NOTE:**

Individuals who have received TSI's Transit Safety and Security Program certificate have met the course requirements for the World Safety Organization (WSO) certification.

**Continuing Education Units (CEU) Professional Development Hours & Continuing Education Hours:**



TSI has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. Courses with CEU approval are annotated in the course description.

**Professional Development Hours (PDH)/Continuing Education Hours (CEH)**

Upon successful completion of TSI's Substance Abuse Management and Program Compliance course, participants are eligible for the following:



**Employees Assistance Certification Commission (EACC)/Employee Assistance Professional Association (EAPA)**

**PDH awarded: 14.5**

PDH awarded by the EACC may be applied towards meeting Certified Employee Assistance Professional (CEAP), psychology, counseling, social work, education, related credentialing, and accreditation or licensure requirements as accepted by the respective credentialing board or agency.

## Substance Abuse Program Administrator's Certification Commission (SAPACC)

CEH awarded: 8

CEH awarded by the SAPACC may be applied towards recertification of C-SAPA and SAP. In addition, these hours may be applied towards requalification for Q-SAP.

### World Safety Organization Certification:



The World Safety Organization, Inc.(WSO) established two certification categories for the rail and bus transportation industry: Certified Safety Specialist and Certified Safety/Security Director. WSO is applying for additional accreditation through the ANSI Personnel Certification Standards ISO/IEC 17024. One new requirement is in the form of Continuing Education Units (CEU). TSI courses with CEUs can be applied towards this requirement. Qualifications and criteria for WSO Certification are as follows:

RAIL TRANSPORTATION CERTIFICATION	BUS TRANSPORTATION CERTIFICATION
<b>Certified Safety Specialist (CSS-Rail)</b>	<b>Certified Safety Specialist (CSS-Bus)</b>
Must successfully complete five of the core transit-related courses conducted by the USDOT/TSI and have a minimum of five (5) years of directly related safety experience in the rail transportation industry.	Must successfully complete five of the core transit-related courses conducted by the USDOT/TSI and have a minimum of five (5) years of directly related safety experience in the bus transportation industry.
<b>Certified Safety/Security Director (CSSD-Rail)</b>	<b>Certified Safety/Security Director (CSSD-Bus)</b>
Must successfully complete five of the core transit-related courses conducted by the USDOT/TSI and have a minimum of ten (10) years of directly related safety and security experience in the rail transportation industry.	Must successfully complete five of the core transit-related courses conducted by the USDOT/TSI and have a minimum of ten (10) years of directly related safety and security experience in the bus transportation industry.
Select from the following for the rail program:	Select from the following for the bus program:
FT00464 – Transit System Safety	FT00464 – Transit System Safety
FT00439/FT00543 – Transit Rail System Safety	FT00533 – Transit Bus System Safety
FT00457 – Transit Industrial Safety Management	FT00457 – Transit Industrial Safety Management
FT00432 – Transit System Security	FT00432 – Transit System Security
FT00456 – Effectively Managing Transit Emergencies	FT00456 – Effectively Managing Transit Emergencies
FT00430/FT00544 – Transit Rail Incident Investigation	FT00435 – Fundamentals of Bus Collision Investigation
FT00461 – Advanced Rail Incident Investigation	FT00472 – Intermediate Problems in Bus Collision Invest.

These initiatives recognize the expertise of rail and bus transportation safety and security professionals. Certification is an important step in determining a basic level of competence that is measurable by and meaningful to both management and peers within the industry. Interested safety practitioners should contact the WSO for further details and an application.

NOTE: Individuals who have received TSI's Transit Safety and Security Program certificate have met the course requirements for World Safety Organization (WSO) certification.

WSO World Management Center  
106 W. Younger Avenue, Suite G, P. O. Box 518, Warrensburg, MO 64093  
Telephone: (660) 747-3132  
E-mail: [info@worldsafety.org](mailto:info@worldsafety.org)

## Department of Homeland Security - FEMA Certificates & Grant Considerations:



### Federal Emergency Management Agency (FEMA)/Emergency Management Institute (EMI) Certificates:

TSI has partnered with the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) to award FEMA completion certificates to individuals that successfully complete TSI's Effectively Managing Transit Emergencies course. The following certificates are awarded:

1. IS-100.a (ICS)
2. IS-546 (COOP)
3. IS-700.a (NIMS)

### Grant Considerations

TSI submitted several security-related courses to the Department of Homeland Security/Office of Domestic Preparedness for inclusion in the Office of Grants and Training (G&T) Federally Sponsored Course Catalog. G&T encourages states, territories and urban areas to use this catalog with support of Homeland Security Grant Program (HSGP) funds, to enhance the capabilities of state and local emergency preparedness. Agencies can apply for grant money to cover the cost for overtime, back fill, travel, and other related training expenses. The following courses are approved:

- FT00432 Transit System Security
- FT00538 Transit System Security: Design Review
- FT00531 Crime Prevention Through Environmental Design
- FT00463 Transit Response to Bus Hijacking

For more information regarding DHS grants, please go to [www.fema.gov](http://www.fema.gov).